

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

September 21, 2005

SUBJECT: FAXING COPIES OF ARREST AND CRIMINAL OFFENDER RECORD INFORMATION REPORTS TO STATE PAROLE AND PROBATION AGENCIES AND REVISION TO THE REQUEST/RELEASE CRIMINAL RECORD PAROLE/PROBATION, FORM 8.42.0.

PURPOSE: Due to continued advancements in technology, the Department is revising procedures by allowing secured facsimile (fax) transmissions of requested arrest and Criminal Offender Record Information (CORI) to both the California Department of Corrections (CDC) and the Los Angeles County Probation Department (LACPD). This change will also allow for an expeditious return of many dangerous offenders to jail and prison.

PROCEDURE:

I. REQUEST/RELEASE CRIMINAL RECORD PAROLE/PROBATION, FORM 8.42.0 - REVISED. The Request/Release Criminal Record Parole/Probation, Form 8.42.0, has been revised to reflect the following:

* When a request is made for the release of reports by parole or probation officers, the Request/Release Criminal Record Parole/Probation, Form 8.42.0, shall be completed;

A. Use of Form. The use of this form has not changed.

B. Completion. Any person requesting arrest reports or CORI information shall complete this form. If this request is received by any means other than by in person, the person receiving the request shall complete the form by filling in the appropriate sections.

C. Distribution.

1 - Original, Area Records Manager.

1 - TOTAL

- * The form shall be approved by an Area detective supervisor, the watch commander (W/C), or the Area records unit supervisor before any information can be released; and,
- * A section was added to the form to include the authorization to release death, homicide, and missing reports.

The use and distribution of this form have not changed.

II. RECEIVING REQUESTS. When an employee receives a request for a copy of an arrest report and/or CORI, the employee shall first verify the date of the report. If the report is more than 14 days old, the requestor shall be directed to Records and Identification Division (R&I). If the report is less than 14 days old, the employee shall complete the revised Request/Release Criminal Record Parole/Probation, Form 8.42.0. The completed form shall be reviewed by the Area Records Unit supervisor, the W/C, or a detective supervisor for approval prior to releasing the reports.

Note: Only the Area detectives or Robbery-Homicide Division detectives (RHD) shall have the authority to release homicide, death, or missing reports.

III. AUTHORIZATION AND VERIFICATION OF REQUESTORS. The criteria for releasing arrest reports and CORI information are the same whether the information is released by telephone, by mail, in person, by e-mail, or via fax. A requestor's identity, right-to-know, and need-to-know shall be clearly established before a report can be released as outlined in the California Penal Code Sections 11105 and 13300, and California Government Codes 6250 and 6254.

IV. FAXING REPORTS. After authorization has been given, the requested reports may only be faxed to secure fax numbers within probation and parole facilities (see the attached list). Any change in fax numbers shall be directed to R&I for approval prior to their use.

Note: The Area Records Manager shall retain the completed 8.42.0 forms for the required retention period and then box and forward them to Records Retention.

FORM AVAILABILITY: The revised Request/Release Criminal Record Parole/Probation, Form 8.42.0, will be available for ordering from the Distribution Center, Department of General Services, in about 60 days. A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order amends Sections 3/407 and 5/8.42.0 of the 2005 Department Manual.

AUDIT RESPONSIBILITY: The Area Records Supervisors of each Area shall monitor compliance with this Directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachments

DISTRIBUTION "D"